

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List No. 04-25 (Oahu)

Replaces SPO Price List No. 03-24

Includes Change No. 1

Revised 5/12/04

YEAR 2005 CALENDAR REFILLS, STANDS & APPOINTMENT BOOKS

(IFB-04-083-O)

Order Deadline: September 1, 2004

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- | | | |
|--------------------------|-------------|-----------------------------|
| ●Executive Branch; | ●Judiciary | ●House of Representatives |
| ●Department of Education | ●The Senate | ●Office of Hawaiian Affairs |
| ●University of Hawaii | | |

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form 5, "Request for Authorization to Purchase Outside of the Price List", available on the SPO website, www.spo.hawaii.gov; click on "Forms".

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the vendor. Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Cara Sakata	586-0563	586-0570	cara.sakata@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Paul T. Kawaguchi	586-6720	586-6719	senclk@capitol.hawaii.gov
	Carol Taniguchi	586-6720	586-6719	taniguchi@capitol.hawaii.gov
	Deborah Aki	586-6766	586-7229	wikander@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
DOE	Connie Chun	675-0130	675-0133	connie_chun@notes.k12.hi.us
U.H.	Jamie Wong (primary)	956-8687	956-2093	jamie@mail.ppmo.hawaii.edu
	Rod Sakuma (alternate)	956-8687	956-2093	rod@mail.ppmo.hawaii.edu
OHA	Ernest Kimoto	594-1954	594-1865	erniek@oha.org

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS

Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit.

Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDOR:	<u>Address</u>	<u>Telephone/Facsimile</u>
Hawaii Stationery*	<u>Purchase Orders:</u> 99-1418-Koaha Place Aiea, Hawaii 96701-1301	Ph# 426-3200 Fax# 486-3111
	<u>Payments:</u> P.O. Box 1301 Aiea, Hawaii 96701-1301	

*Vendor has the capability to accept procurement/credit cards, in addition to purchase orders.

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax, currently 4%. Agencies are advised to add the amount of the tax to their purchase order total.

PURCHASE ORDERS shall be issued on an as needed basis during the price list period. It is the responsibility of each agency to insure timely issuance of purchase orders. Vendor is not obliged to accept any order received after the price list expiration date; however, shall fill timely orders for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

"SPO PL No. 04-25" must be typed on purchase orders issued against this price list.

In the interest of minimizing both purchase order processing and dealer's delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible. Maximize orders to minimize deliveries.

Illustrations of the calendar/appointment books listed on this price list are provided as an attachment but not available on the internet. **Agencies are advised to contact their department's Administrative Services Office or procurement section for copies of the attachment.**

DELIVERY shall be made by **November 30, 2004.** Agencies are advised that although planner refills must be ordered by the September 1, 2004 deadline, delivery will vary according to the refill cycle (i.e. April 2005 - March 2005; July 2005 - June 2005, etc.)

Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from date of delivery.

VENDOR AND PRODUCT EVALUATION form is attached for agency's usage. Agencies using this price list are encouraged to complete the attached form if there are comments, complaints, commendations or recommendations to be made toward either the price list vendor or the products listed.

Product Complaint Evaluation. Upon receipt, vendor shall be sent a copy of the complaint regarding product quality. Vendor shall be expected to follow up the complaint with the manufacturer and respond to the State Procurement Office as to what remedies have or will be taken to correct the problem.

Vendor Complaint Evaluation. In the event of a complaint regarding a vendor's service (i.e. delivery delays, numerous backorders, failure to correct defective product deliveries, etc.), vendor shall be sent a copy of the complaint. Vendor shall be expected to meet with or contact the agency that issued the complaint at the agency's place of business to resolve the problem.

The resolving of product and vendor complaints pursuant to evaluation notifications shall be done without additional charge to the State.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

RUTH E. YAMAGUCHI
Acting Procurement Officer



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
<u>GROUP I - 2005 DESK CALENDAR REFILLS AND STANDS</u>					
1.	<u>Medium Book Style</u>				
a.	3" x 3-3/4", two pages per day unruled, holes 1-1/4" apart	AAG AAG E9195005	30/0	\$1.33 each	Hi Stationery
b.	Base: plastic, black	AAG E1900	0/0	3.30 each	Hi Stationery
2.	<u>Jumbo Book Style</u>				
a.	3-1/2" x 6", 2 pages per day, 1/2-hour appointments on left page, holes 2" apart	AAG E171R5005	30/0	.50 each	Hi Stationery
b.	Base: plastic, black	AAG R1700	30/0	1.44 each	Hi Stationery
3.	<u>Wall/Desk Calendar,</u> 22" x 17", 12 months, 1 month per tear-off sheet, 2 eyelets at top for hanging, non-refillable, black	AAG SK24R0005	30/0	1.08 each	Hi Stationery
4.	<u>12-Month Wall Calendar</u> 24" x 36", reversible (vertical year on one side, horizontal year on the other side)	AAG PM2122805	30/0	4.58 each	Hi Stationery

GROUP II - APPOINTMENT BOOKS

5.	<u>Daily</u> 4 7/8" or 5" x 8", 1 weekday per page, 1/4-hour appointments, non-refillable				
	black	AAG G1000005	30/0	3.18 each	Hi Stationery
	red/burgundy	AAG G1001405	30/0	3.18 each	Hi Stationery

*PCRM = Post Consumer Recovered Material
 RM = Recovered Material
 Calendar Refills



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
6.	<u>Weekly</u> , 3-3/4" x 6", 1 week per two pages, hour appointments, tabbed phone/address section, non-refillable black	<u>AAG</u> AAG G2500005	30/0	2.90 each	Hi Stationery
7.	<u>Weekly</u> , 4 7/8" or 5" x 8", 1 week per two pages, hour appointments, non-refillable black	AAG G2000005	30/0	2.90 each	Hi Stationery
	red	AAG G2001405	30/0	2.90 each	Hi Stationery
8.	<u>Weekly</u> , 4 7/8" or 5" x 8", 1 week per two pages, hour appointments, tabbed phone/address section black	AAG G2100005	30/0	3.06 each	Hi Stationery
	red	AAG G2101405	30/0	3.06 each	Hi Stationery
9.	<u>Weekly</u> , 12-month planner, 6-7/8" x 8-3/4", 1 week per two pages, daily columns, open appointments, nonrefillable black	AAG G5900005	30/0	4.04 each	Hi Stationery
10.	<u>Weekly</u> , Professional Appointment Book, 8" or 8-1/2" x 11", 1 week (Mon-Sun) per two pages, 1/4-hour appointments, non-refillable black	AAG G5200005	30/0	3.54 each	Hi Stationery
	red	AAG G5201405	30/0	3.54 each	Hi Stationery
11.	<u>Weekly</u> , Academic/Fiscal Professional Appointment Book, approx. 8-1/4" x 10-1/2" or 10 7/8" min. 13-month, July-July/August, 1 week (Mon-Sun) per two pages, 1/4-hour appointments, non-refillable black	AAG 709570505	0/0	5.17 each	Hi Stationery

*PCRM = Post Consumer Recovered Material

RM = Recovered Material

Calendar Refills

-5-

SPO Price List No. 04-25

Order Deadline: 9/1/04



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
12.	<u>Monthly</u> , 6-7/8" x 8-3/4", 1 month per two pages, memo section, non-refillable black	AAG G4000005	30/0	2.35 each	Hi Stationery
13.	<u>Monthly</u> , Business Oriented Appointment Book, 8" x 10", 1 month per two pages, (starts with Monday), phone/ address and perforated memo section, non-refillable black	AAG 6701300505	0/0	7.71 each	Hi Stationery
14.	<u>Monthly</u> , 8" x 12" $\pm 1/2$ ", 1 month per two pages, 14-months (Dec-Jan), ruled daily squares, non-refillable black	AAG G4700005	30/0	2.60 each	Hi Stationery
	red	AAG G4701405	30/0	2.60 each	Hi Stationery
15.	<u>Monthly</u> , Academic/Fiscal Appointment Book/Planner, 8-1/2" x 12", minimum 13-months, (July-July/August) one month per two pages, large daily scheduling blocks, non-refillable, wire bound black	AAG AY20005	30/0	3.25 each	Hi Stationery
16.	Monthly, Appointment Book/ Planner, 9" x 12", 13-month (Jan-Jan), one month per two pages, large daily unruled scheduling blocks, nonrefillable, telephone/address section, wire bound black	AAG 702600505	0/0	6.71 each	Hi Stationery



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
GROUP III - DIARIES					
17.	<u>Dated, Commercial Diary</u> , 5-3/4" x 8-1/4" 1 day per page, no columns, hard cover bound, faint ruling, red	AAG SD3891305	0/0	9.58 each	Hi Stationery
18.	<u>Dated, Daily Journal</u> , 7-11/16" x 12-1/8", 1 day per page, description and expense columns, hard cover bound red	AAG SD3771305	0/0	21.90 each	Hi Stationery

GROUP IV - PLANNERS

19. Daily Planning System
5-1/2" x 8-1/2", "classic size", "Franklin Covey" format, daily loose leaf, 2-pages per day format with space for priorities, appointments, expenses, and time/log diary
- a. Refill includes 12-month daily format,
12 month expense summary/auto record
log, 5 year planner, phone/address directory,
12 tabbed monthly dividers

Available

<u>After:</u>		<u>FDP</u>			
7/04	1/05 to 12/04	FDP 26500	30/0	15.74 set	Hi Stationery
10/04	*4/05 to 3/06	FDP 26501	30/0	15.74 set	Hi Stationery
1/05	*7/05 to 6/06	FDP 26502	30/0	15.74 set	Hi Stationery
4/05	*10/05 to 9/06	FDP 26503	30/0	15.74 set	Hi Stationery

(*Place these refill orders on separate purchase orders. Orders are due by 9/1/04; however, delivery will not be made until after the availability date.)



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
19.	<u>Daily Planning System</u> <u>Starter Pack:</u> includes instructional brochure, page marker/ruler, personal management tabs	FDP 22307	0/0	4.02 each	Hi Stationery
	b. Binder, 7-ring, chrome hardware, business cardholder, pen loop, extra paper flap, memo pad slot, burgundy	FDP 18687	0/0	25.19 each	Hi Stationery
20.	<u>Daily Planning System</u> 4-1/4" x 6-3/4", Compact Size, "Franklin Covey" format, daily loose leaf, 2-pgs per day format with space for priorities, appointments, expense and time/log diary				
	a. Refill includes 12-month daily format, 12 month expense summary/auto record log, 5 year planner, phone/address directory, 12 tabbed monthly dividers				
Available					
<u>After:</u>		<u>Franklin Covey</u>			
7/04	1/05 to 12/05	FDP 26496	30/0	14.29 set	Hi Stationery
10/04	*4/05 to 3/06	FDP 26497	30/0	14.29 set	Hi Stationery
1/05	*7/05 to 6/06	FDP 26498	30/0	14.29 set	Hi Stationery
4/05	*10/05 to 9/06	FDP 26499	30/0	14.29 set	Hi Stationery
(*Place these refill orders on separate purchase orders. Orders are due by 9/1/04; however, delivery will not be made until after the availability date.)					
	<u>Starter Pack:</u> includes instructional brochure, page marker/ruler, personal management tabs	FDP 22306	0/0	3.93 each	Hi Stationery
	b. Binder, 6-ring, 1-inch capacity, business card holder, pen loop, extra paper flap, memo pad slot burgundy	FDP 18691	0/0	19.40 each	Hi Stationery

*PCRM = Post Consumer Recovered Material
RM = Recovered Material

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

EVALUATION FORM: ☐ VENDOR or ☐ PRODUCT

For the attached price list, using agencies are requested to use this evaluation form to report complaints, recommendations or commendations to the State Procurement Office (SPO). The reporting of complaints, recommendations or commendations will assist the SPO in evaluating vendor's performance and/or product quality while at the same time permit proper exchange of information between the SPO and the supplier so that deficiencies or trouble areas can be identified and isolated for correction before they become serious problems.

A. IF VENDOR EVALUATION, PLEASE PROVIDE THE FOLLOWING:

Name of Vendor: _____

☐ COMPLAINT: ☐ COMMENDATION:

☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

B. IF PRODUCT EVALUATION, PLEASE PROVIDE THE FOLLOWING:

Item No(s) & Description(s)	Purchase Order No(s)
--	-----------------------------

_____	_____
_____	_____

☐ COMPLAINT: ☐ COMMENDATION:

☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

For either "A" or "B", give detailed explanations in the space below. Be as specific as possible. If this is a complaint, feel free to state manner in which you believe complaint should be settled.

Explain details of **Complaint, Recommendation or Commendation** with suggested remedy if appropriate: _____

Explain how seriously this incident affected the agency: _____

BY: _____

Name	Title	Phone	Date
------	-------	-------	------